

Child Nutrition Weekly Update



In This Issue:

June 2, 2010

- **2010 – 2011 Agreement Renewal Approval Process**
- **REMINDER – Food Purchasing Questionnaire** 
- **Training & Workshop Schedule**

ATTENTION: 2010-11 Agreement Renewal Approval Process

The **JUNE 15, 2010** deadline for the 2010-2011 Agreement Renewal is fast approaching. We have identified some common reasons for delays in approval of the agreements. So, in an effort to minimize any misunderstandings and subsequently the delays in approving agreements please carefully review the following 2010-11 Agreement Renewal process and other valuable information to help with the process.

Key Points to Expedite the 2010- 2011 Agreement Renewal Approval Process:

All non-prototype **Breakfast and Lunch** Production Records must be submitted to your **SMI Consultant** for approval. The SMI Consultant will notify NCDPI once the forms have been approved and a hard copy will be placed in the 2010-2011 file. *(A copy of the NCDPI Prototype is located on the Forms Download in the CN Technology System)*

All non-prototype **After School Snack Program** Production Records must be submitted to your **Regional Consultant** for approval. The Regional Consultant will notify NCDPI once the form has been approved and a hard copy will be placed in the 2010-2011 file. *(A copy of the NCDPI Prototype is located on the Forms Download in the CN Technology System)*

All **Catering Contracts** should be submitted to your **Regional Consultant** for review and approval before either party signs the document. The Regional Consultant will notify the SFA once the contract has been approved and ready for signatures. The SFA must submit a copy of the approved catering with signatures to NCDPI to be placed in the 2010-2011 file. *(A copy of the NCDPI Prototype is located on the Forms Download in the CN Technology System)*

All non-prototype **Procurement Plans** must be submitted to your **Regional Consultant** for approval. The Regional Consultant will notify the SFA once the form has been approved and ready for board approval. The SFA must submit a copy of the Board Approved Procurement Plan to NCDPI to be placed in the 2010-2011 file. *(A copy of the NCDPI Prototype is located on the Forms Download in the CN Technology System)*

- **STEP 1 - Submit F&R Price Meal Application Packet to Kathy Caudle for approval (if not applicable, begin with STEP 2).**

Before you begin, it is important to remember that North Carolina has received a waiver from USDA to exclude the Federal Income Chart (Income Guidelines) from the 2010-2011 F&R Price Meal Application. Therefore, please do not submit any F&R Price Meal Application packets that include the Federal Income Chart. Refer to the May 2010 CN Weekly update email with the final version of the F&R Price Meal Application packet attached to it.

Please **do not send** any items from this packet to the Raleigh office (hard copy or email) for approval. These items will appear on the Checklist but are not required to be submitted to NCDPI. Kathy Caudle will notify NCDPI office that your F&R Price Meal Application packet has been approved. A hard copy of your approved F&R packet will be placed in your 2010-2011 Agreement file. This packet will be submitted to the Raleigh Office by Kathy Caudle.

IMPORTANT NOTE: Be sure to check the item(s) and enter the date it was submitted to Kathy for approval in the Checklist. If you have **ANY** questions regarding the F&R Price Meal Application, please call Kathy at **704-276-1529**.

The F&R Price Meal Application packets should be mailed to:

**Kathy Caudle
859 Tallent Rd.
Vale, NC 28168**

or either sent via email to:

kathycaudle@charter.net

The contents of the F&R Price Meal Application packet include:

1. Parent Letter (13 Q & As)
2. Information Sheet
3. Instructions for Applying

4. Free and Reduced Price Meal Application
5. *Sharing Information with Medicaid/SCHIP (optional)
6. *Sharing Information with Other Programs (optional)
7. Verification Selection Letter *(We Must Check Your Application...)*
8. Verification Results Letter *(We Have Checked Your Application...)*
9. Parent Notification Letter *(We Have Processed...)*
10. Direct Certification Letter

* - *This letter is optional. It should be submitted only if the SFA plans to utilize it.*

- **STEP 2 - Complete and submit for approval all 3 parts of the online Application/Agreement located in the CN Technology System at:**
<https://www.ncchildnutrition.org>

The 3 parts are:

- a. SFA/Sponsor application
- b. Site Application for each site
- c. Checklist

REMEMBER: You must click the “**Submit for Approval**” button on the main menu screen. Failure to click on that button will delay approval of your online Application/Agreement.

- **STEP 3 - Submit Items from the Checklist for Approval to NCDPI**

Submit all of the remaining Checklist items to the attention of **Karla Wheeler** at:

**NCDPI Child Nutrition Services
6324 Mail Service Center
Raleigh, NC 27699-6324.**

NOTE: It is not necessary to print and send a copy of the F&RP Policy Statement or the 2010-2011 Agreement documents. These documents should be placed in your file along with the approved 2010-11 Signature Page from Dr. Lynn Harvey.

For any questions regarding the agreement renewal process, please contact:

Karla Wheeler at 919-807-3518 or kwheeler@dpi.state.nc.us

Janet Johnson at 919-807-4043 or jwjohnson@dpi.state.nc.us

Donna Knight at 919-807-3512 or dknight@dpi.state.nc.us

REMINDER - Food Purchasing Questionnaire

This is a reminder to please complete the questionnaire developed by Margaret Hudson who is a graduate student in the Food and Nutrition program at Meredith College in Raleigh, NC. Margaret, who is also a Child Nutrition Supervisor in Harnett County, is working to earn her Master's Degree and has requested your participation in her research. The questionnaire has been open for several weeks; however, the response has been less than hoped for. Please take a moment to support your colleague as her research will ultimately help all of us to continuously improve our work.

Attached you will find the letter from Margaret requesting your participation in this brief questionnaire regarding food purchasing in Child Nutrition Programs in the state of North Carolina. Please note that a copy of the questionnaire is also attached so that you may print the questions and gather information for your district prior to taking the questionnaire online.

Thank you very much for supporting your colleague!



Training & Workshop Schedule

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| Training/Workshop Title: | Nutrient Analysis Protocols Training |
| Date & Time: | June 30 |
| Location: | Hickory, NC - Park Inn and Conference Center |
| Training/Workshop Description: | This session will cover the requirements for doing a nutritional analysis of menus planned for the NSLP. |
| Instructor(s): | NCDPI Child Nutrition SMI Consultants |
| Who Should Attend: | LEA and Charter School CN Administrators |
| Number of seats/openings: | 50 spaces available |
| Registration Information: | To register please refer to the email sent by Wanda Barthel with McKimmon Center, NCSU on May 14, 2010 . If you did not receive an email please contact Wanda at: wanda_barthel@ncsu.edu or 919-515-8185 |

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|--------------------------------|---|
| Training/Workshop Title: | Nutrient Analysis Protocols Training |
| Date & Time: | June 29 |
| Location: | Raleigh, NC - McKimmon Center |
| Training/Workshop Description: | This session will cover the requirements for doing a nutritional analysis of menus planned for the NSLP. |
| Instructor(s): | NCDPI Child Nutrition SMI Consultants |
| Who Should Attend: | LEA and Charter School CN Administrators |
| Number of seats/openings: | 50 spaces available |
| Registration Information: | To register please refer to the email sent by Wanda Barthel with McKimmon Center, NCSU on May 14, 2010 . If you did not receive an email please contact Wanda at: wanda_barthel@ncsu.edu or 919-515-8185 |

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